



SPREADING INFORMATION (ANNOUNCEMENTS, E-MAILS)
by CiL-Support-Team | November 2016

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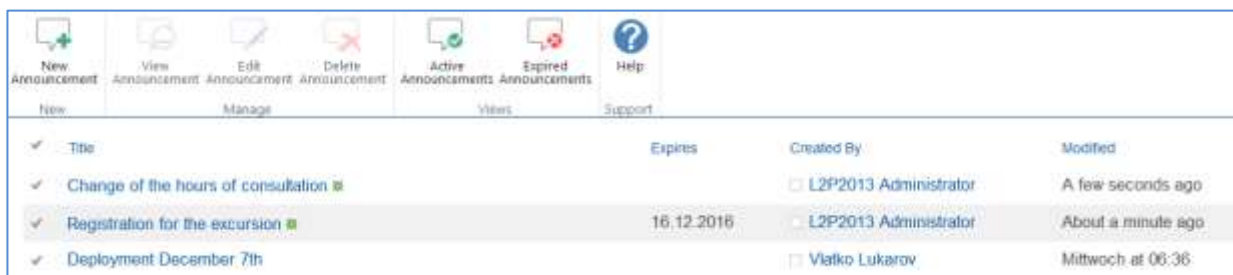
1. General

During a course, lecturers have to provide the students with up-to-date information:

- Short-term changes in time / space
- Availability of new exercises
- Deadlines (fees for exercises and e-tests, examination registration etc.)
- Announcements of interesting events (lecture series, fairs etc.)
- Important new materials
- Answers to questions raised in the course and possibly have not been answered
- Impetus for the preparation and follow-up of the event
- Call for a discussion in the forum
- Suggestions for deepening the topic

In order to disseminate such information, there are primarily two components available in L²P: E-MAILS and ANNOUNCEMENTS. Unlike e-mails, which students receive as push notifications directly into the mailbox, announcements resemble a noticeboard on the bulletin board. They are only visible within L²P. However, in the course of [E-Mail-notifications](#), the students can also be informed about new announcements for the individual learning areas.

In addition to announcements, which are published by the managers themselves, an announcement is automatically generated when a practice sheet is published, which informs the students that a new exercise sheet is to be edited (s. Fig. 1).

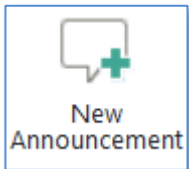


✓ Title	Expires	Created By	Modified
Change of the hours of consultation		L2P2013 Administrator	A few seconds ago
Registration for the excursion	16.12.2016	L2P2013 Administrator	About a minute ago
Deployment December 7th		Vlatko Lukarov	Mittwoch at 06:36

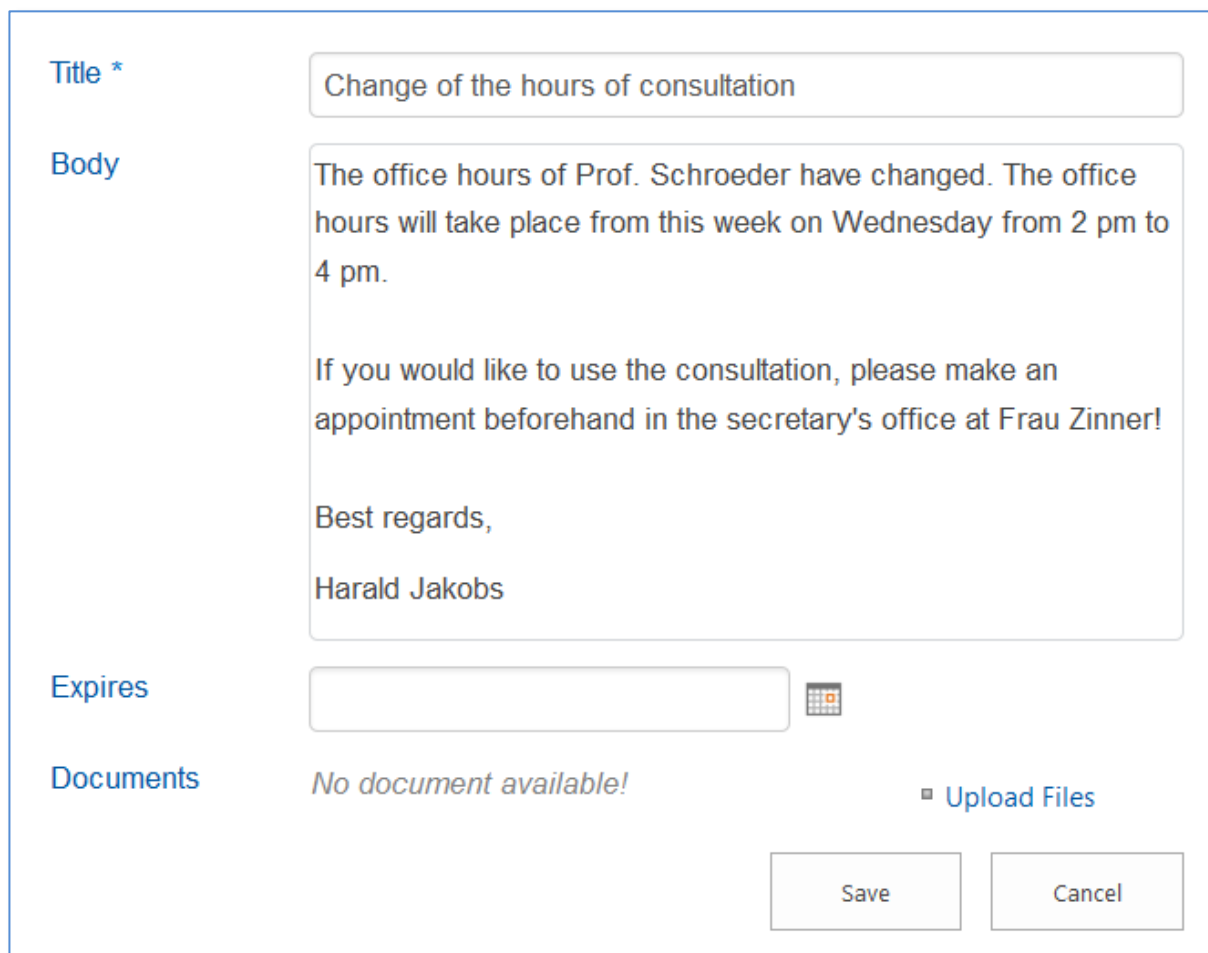
Fig. 1: List of announcements

2. Announcements

2.1. Create Announcement



To create a new announcement, click NEW ANNOUNCEMENT under ANNOUNCEMENTS. Then give the advertisement a title in the form, insert the announcement text in the text body, and add a date as needed (s. Fig. 2). In addition, they can also define an expiration date for the announcement. This is useful if the announcement after a few days is no longer up to date and the students should not be displayed permanently.

A screenshot of a web form for creating an announcement. The form has a light blue border and contains the following fields and elements:

- Title ***: A text input field containing "Change of the hours of consultation".
- Body**: A large text area containing the text: "The office hours of Prof. Schroeder have changed. The office hours will take place from this week on Wednesday from 2 pm to 4 pm. If you would like to use the consultation, please make an appointment beforehand in the secretary's office at Frau Zinner! Best regards, Harald Jakobs".
- Expires**: A date selection field with a calendar icon to its right.
- Documents**: A section with the text "No document available!" and a link "Upload Files" with a small square icon.
- Buttons**: Two buttons at the bottom right labeled "Save" and "Cancel".

Fig. 2: Form for writing an announcement

Note

Documents that you attach to an advertisement are not stored centrally in the learning materials area, but are decentralized as an appendix to the announcement. That makes the retrieval of the documents more difficult.

2.2. Announcement app (Course Dashboard)



Title	Modified By
New examination room 	L2P2013 Administ...
New exercise sheet 	L2P2013 Administ...
Change of the hours of consultation 	L2P2013 Administ...
Registration for the excursion 	L2P2013 Administ...
Deployment December 7th	Viaiko Lukarov

Fig. 3: Announcement app for the Course Dashboard

The current announcements will be easier for students to reach if you add the app ANNOUNCEMENTS to the COURSE DASHBOARD. As soon as they enter the learning room, the students immediately see the latest information on the course (s. Fig. 3).

To learn how to install apps on the Course Dashboard, see the [organizing Dashboards](#) guide.

3. E-Mails

If information is to reach your addressees as promptly and securely as possible, it is more appropriate to write an e-mail instead of a notification, as this is directly received by the recipient.

3.1. Write an E-Mail



To write an e-mail, click in Emails on COMPOSE. Then select the recipients in the form (see select receiver). If necessary, specify an e-mail address under CC, to which a copy of the e-mail should be sent. Separate multiple recipient addresses with semicolon. Finally, select the desired response address (s. Fig. 4). The e-mail address you send is your L²P address, which you can set in the self-service: <https://www.rwth-aachen.de/selfservice>.

Then type the e-mail as a meaningful subject and formulate the contents of the e-mail in the field message (s. Fig. 4). As soon as you click in the box, the buttons that you can use to format the text appear at the top.

EDIT
FORMAT TEXT

Helvetica Neue | 14px

☰ ☰ ↔ ↔ ↔ ↔

AaBbCcDd | AaBbC | AaBbC | AaBbC | AaBbC

B | *I* | U | abc | x₂ | x² | ↻ | A | A

☰ | ☰ | ☰ | ☰

Paragraph | Heading 1 | Heading 2 | Heading 3 | Heading 4

Font | Paragraph | Styles

Recipient *
You must specify a value for this required field.

CC
Enter semicolon separated email addresses

Reply to * Meine eigene Adresse
 Keine Antwortadresse

Subject *

Message Body

Dear students,

For illness reasons, the seminar will have to be canceled shortly. The section planned for tomorrow will be postponed to the next week.

Best regards,
Harald Jakobs

Attachments No documents available! ▢ Upload File

For technical reasons currently only one file can be attached.

Fig. 4: Write an E-Mail

If necessary, you can also attach a document to the e-mail. To do so, click **UPLOAD FILE**. Navigate with **SELECT FILE** to the desired file on your computer and double-click it (s. Fig. 5). Then, add the file with **Add** to the selection list. The file is then appended by pressing **Upload**.

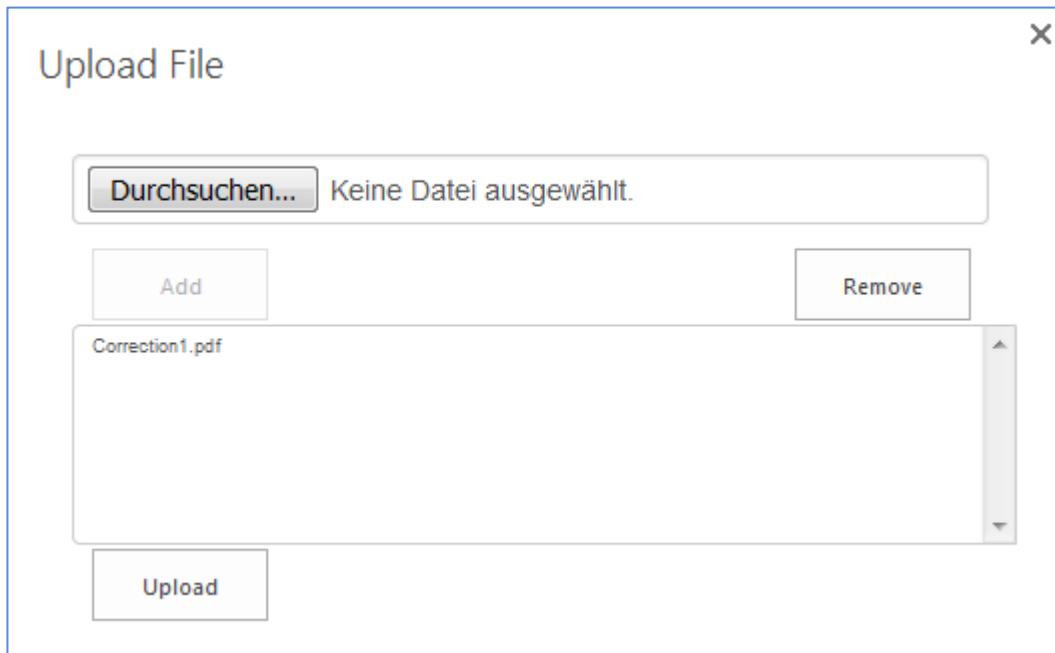


Fig. 5: Select file

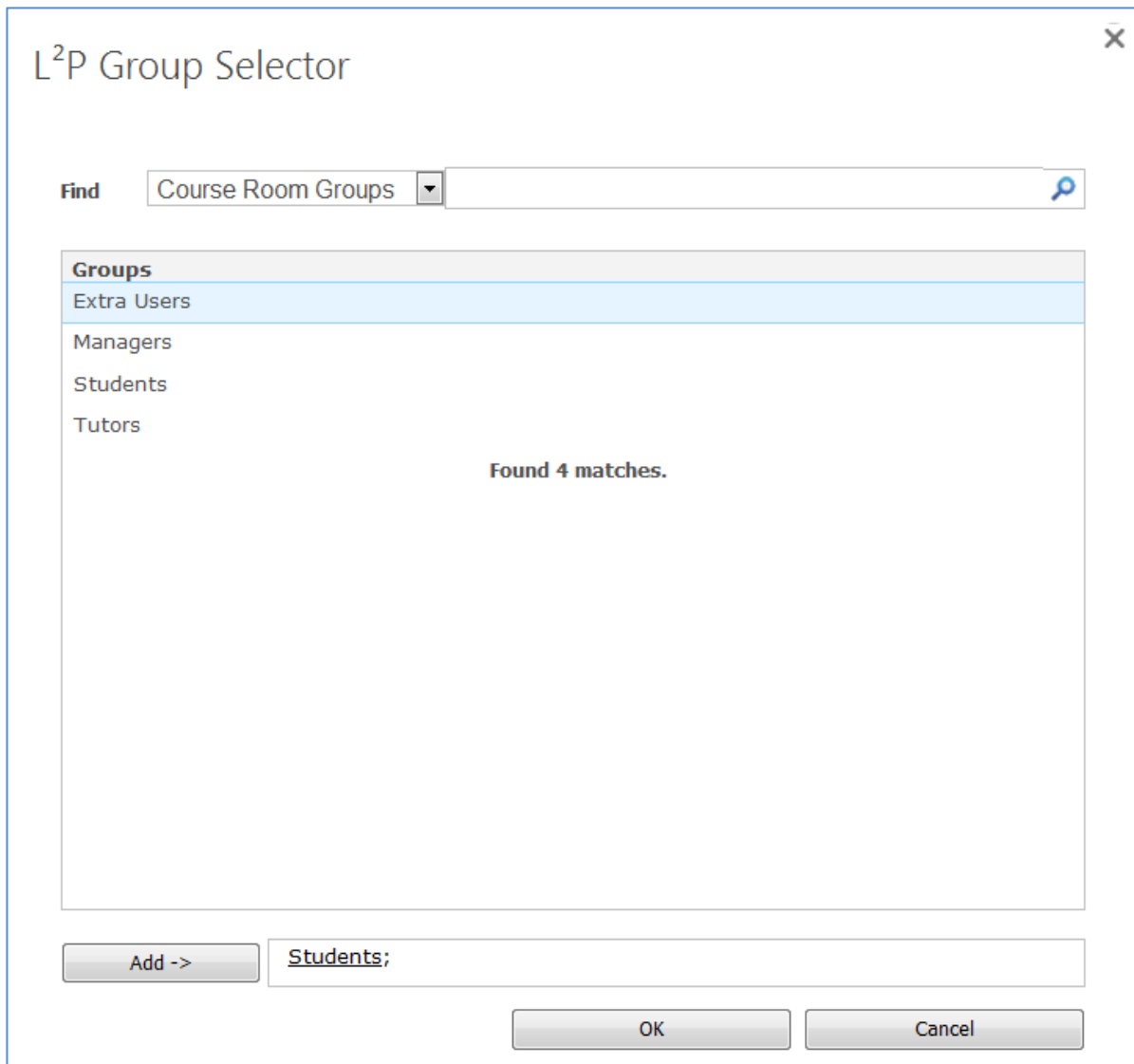
To send the e-mail, click **SEND** (s. Fig. 4). You will then see the list of e-mails already sent, which also contains the status information for the e-mail that has just been sent (s. Fig. 6). If your e-mail still has the status **IN EDITING** after several minutes, please re-write the e-mail.



Fig. 6: List of e-mails sent

3.2. Select recipient

To select the addressee of your e-mail, click the book icon on the far right beside the **RECEIVER** field. In the new pop-up window, you can now select different recipient groups: managers, students, supervisors or other participants (s. Fig. 7). Double-click on a group to copy it into the **ADD** field. If you want to select multiple recipient groups, repeat the procedure.



L²P Group Selector

Find Course Room Groups

Groups

- Extra Users
- Managers
- Students
- Tutors

Found 4 matches.

Add -> Students;

OK Cancel

Fig. 7: Select recipient

You can also write e-mails to individual groups from the group area, for example, to remind them of an upcoming deadline or to give feedback on an exercise that has been submitted by this group. In the drop-down menu next to SEARCH, change to the GROUP MODULE list and then double-click the list of groups to which you want to write an e-mail.

Click OK to close the selection and return to the form for composing the e-mail.

3.3. Settings for e-mails

HTML

By default, L²P sends e-mails in HTML format. If you prefer to send e-mails in Plaintext format, please remove the HTML MAILS checkmark in the SETTINGS and save the settings.

Short title

As a standard feature, the event identifier for your course will be displayed in square brackets to show the origin of the e-mail: "[15ws-xxxx] Subject". Since the few adres-satins can assign this identifier, you can give the event a short title that replaces this identifier and makes it easier to assign the email.

In the settings for the learning room, enter a concise course title for the event, eg HöMa 3, in the field SHORT TITLE and save the setting. The subject of an event with a short title might be: "[HöMa 3] Deadline for examination application".